



# CITY OF HOUSTON

## Job Posting

SL/CMD

1

2

3

4

5

6

7

8

Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

PROJECT TECHNICIAN III

PN# 109273

Public Works & Engineering Department

Planning and Development Services

Office of the City Engineer

611 Walker\*

M – F, 8:00 - 5:00\*

\*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Oversees the coordination and general administration of the street cuts program. Handles inquiries from consultants, contractors, general public and staff personnel on street cut issues. Performs field checks to ensure that street cuts are permitted and comply with the City’s specifications. Coordinates the implementation of contracts. Serves as liaison to departments and agencies. Researches and assists external and internal customers with locating and processing permits.

10 **WORKING CONDITIONS**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required. There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires an Associate degree in Engineering, Drafting, Designing or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Four (4) years of related experience in the operation of stated electronic equipment is required. Professional experience may be substituted for the education requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP2-2).

14 **PREFERENCES**

Preference will be given to applicants with demonstrated skills in MS Word, Access, Excel and GIMS software. Vocational competence in the operation of electronic equipment is required.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☒Yes ☐No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range – Pay Grade 17**  
\$992 - \$1,404 Biweekly    \$25,792 - \$36,504 Annually

18 **OPENING DATE**

March 8, 2006

19 **CLOSING DATE**

March 21, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An Equal Opportunity Employer